Joint Automation Council
MVLS/SALS Joint Automation Project
Minutes
May 11, 2010
Clifton Park Halfmoon Public Library

Present: Michael Burnett, Carol Clingan, Cheryl Cufari, Sara Dallas, Barbara Germain, Robert Jeffords, Michele Largeteau, Tim McDonough, Kathy Naftaly, Jean Sheviak

Excused: Mary Ann Hunter, Andy Kulmatiski

Guests: Sally Gillich, Issac Pulver

Joint Automation Chair Tim McDonough called the meeting to order at 9:30 am.

The minutes of the March 9, 2010 meeting, distributed before the meeting, were approved unanimously (Germain, Clingan).

Financial Statements:
Carol presented the Financial Statements for March and April. Fees are on target to meet budget projections. The uncertainty of state aid makes any estimation of that income problematic. Expenditures are in line with the budget; the mail server has been purchased. For the past few months, JA revenues have covered expenses. Michael moved, Bob seconded, acceptance of the statements for audit.

Automation Project Manager Report:
   PC orders: Workstations ordered in February have arrived, are being configured and should arrive at libraries soon. There is a major problem with getting quotes for another group order since the state contract has expired. Quotes from Dell are running $500 above the February price. A state contract is expected to be in place by the beginning of June. Carol suggested sending out a formal request for proposals to see if this might elicit competitive pricing. JA orders approximately 200 pcs per year. Since there are libraries who are hoping to utilize state grants for pc purchases and need to purchase by June 30, an announcement will be made to the libraries as soon as possible..

   Cassie: JA staff is working on Cassie implementation for Schenectady Central with projected completion by the end of May; Crandall is next.

   Terminal Servers: These have been deployed at some test sites and are working well. JA staff will need to do site visits to implement in all locations.

Purging: There is a status change on this project. Polaris has modified reports and JA staff is correcting custom reports. Purging of data will begin once this is completed. This will be implemented in parts: there are approximately 600,000 items to be deleted, with one third needing manual intervention to purge. JA is checking with Polaris for a method to automate the full process.

Email server: A consultant is assisting JA staff in building the server. The result will be improvement to the web interface. Libraries have asked about pushing email to smart phones. The server can do this but there are some security concerns.

Polaris: Polaris is working on a procedure to scrub patron data from transaction history. A new support representative has been assigned to us. Michele is investigating a contract for long term maintenance.

Broadbandexpress@yourlibrary grant: Crandall and Amsterdam are participating in this grant funded by federal stimulus funds. Video conferencing is part of the grant which JA is investigating. Funds have not been released.

Schenectady asbestos project: Asbestos is being removed from Schenectady Central as part of their building project and JA is assisting with relocation of some equipment.

Committee Reports:
Finance: Carol reported that the Finance Committee had met via email to discuss fees for 2011.   JA Council had agreed to let libraries know by the end of May if a change was projected for the coming year. The committee considered the impact on libraries as well as the budget situation for JA which has been running deficit budgets for the past few years. It recommends raising circulation fees to $.10 per circulation effective 2011 (Committee motion) passed unanimously

However, the fee increase will not remedy the deficit situation but will generate approximately $49,000 in revenues for the project. Libraries should expect fees to rise in 2012.

Coupled with the fee increase will be an examination of the core services of the project with consideration of separate fees for some services. The Finance Committee will look at developing a list of basic services. The committee will also examine all budget lines for savings. Libraries will be surveyed to determine those JA services they deem essential. The committee will complete this examination by the July meeting.

Michael asked for consideration of earlier notification of fee changes for budgeting purposes for school district libraries. He suggested March and others agreed.

Policy: Sara presented a draft **Workstation and Support Policy** (attached). The committee reiterated the need for standards to govern the public and staff workstations connected to the network to maintain network security and the privacy of patron records as well as enhance network efficiency and effectiveness.   Included in the policy is a chart of computer workstations and their deadline for eligibility for JA support.

The policy was approved by the Council (Committee motion). It becomes effective upon approval by both system boards. The policy will be posted on the intranet and distributed to libraries for comment. Comments should be made to the respective system director.

PAC Steering Committee: Committee meets on May 24 at the Schenectady County Public Library (Central), 9:30 am.

Operations Committee: The Committee reassessed blocks for for address checks and these will not be done. A free text block for borrowers without ID listed in the patron record is now in place. SALS received some complaints from libraries and the public on this policy; MVLS had none. Sara is responding to those libraries to explain the need for identifying information to safeguard the cardholder and the library. This is not a new policy; it simply requires the information to be placed in the record to enable the borrower to use other libraries.

Fee reports for libraries to reconcile accounts with other libraries will be run on the 15th of the month.

The committee considered a standard patron registration forms but considers it impossible at this time.

New Business:
Michael Burnett moved, Barbara Germain seconded, that an Ad Hoc Review Committee should meet to review the content of the Joint Automation Agreement with the recommendation that the committee should include four members from each system as well as one disinterested party and the JA Manager as an ex officio member. Council approved. It was noted that the review is overdue.

Carol asked about committee membership. While the members of each committee appear on the intranet they have not been updated in some time and there is little opportunity for new people to join the committee. The rosters will be updated for the July meeting. Carol asked for another person for the Finance Committee; Ike will recommend someone from Saratoga.

Ike noted that the new fee reports showing money owed to other libraries are a problem since checks would need to be issued for minute amounts of money for small assessed fees. The SALS Directors recommended that fees be treated the same as fines. (Current policy is that up to $25 in fines can be kept by the collecting library with replacement fees forwarded to the owning library.) It was suggested that collection agency fees also be sent to the assessing library. This recommendation will be forwarded to the MVLS directors for their consideration. Kathy noted that this policy needs to be addressed for the Credit Card committee to move forward since fees need to be reconciled by those libraries accepting credit cards. A decision on fee reconciliation will be made at the July JA Council meeting.

Carol moved, Kathy seconded, a motion to adjourn; all approved. The next meeting is July 13, at the Clifton Park Halfmoon Library.

Respectfully submitted,

Carol Clingan